

MANSFIELD TOWNSHIP REORGANIZATION MEETING JANUARY 1, 2018

This is the Reorganization Meeting of the Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star-Gazette and the Express Times and posting in the Municipal Building, stating the time, date and location thereof.

Meeting called to order by Mayor Watters, at 12:00 noon with the following Committee present: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Salute to the flag was done by all.

Mayor Watters conducted the swearing in ceremony for Officer Russell.

Mayor Watters conducted the swearing in ceremony for Officer Swanson.

Dena Hrebenak read the Certification of Election for Ronald Hayes as Township Committee Member for a term of three (3) years.

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office for Ronald Hayes as Township Committee member.

Ms. Hrebenak read the Certification of Election for Joseph Farino as Township Committee Member for a term of three (3) years.

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office for Joseph Farino as Township Committee member.

ELECTION OF MAYOR:

Mrs. Mora Dillon made a motion to appoint Joseph Watters as Mayor for the year 2018, which was seconded by Mr. Farino.

BE IT RESOLVED, that Joseph Watters be appointed Mayor of the Township of Mansfield for the year 2018.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Abstained – None

Nay – Mr. Misertino

Absent – None

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office for Joseph Watters as Mayor of the Township of Mansfield for the year 2018.

DEPUTY MAYOR:

Mr. Watters made a motion to appoint Desiree Mora Dillon as the Deputy Mayor for the year of 2018, which was seconded by Mr. Farino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Abstained – None

Nay – Mr. Misertino

Absent – None

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office of Desiree Mora Dillon as Deputy Mayor of the Township of Mansfield for the year 2018.

#### OFFICE ON AGING:

Mayor Watters appointed Carol McKeivitt as Mansfield Township Office on Aging Representative for the year 2018, which was seconded by Mr. Hayes.

Mayor Watters appointed Carol McKeivitt, Senior Citizens Coordinator for the year 2018, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RECYCLING COORDINATOR AND CLEAN COMMUNITIES COORDINATOR:

Mayor Watters made a motion to appoint Joann Fascenelli as the Recycling and Clean Communities Coordinator for the Township for the year 2018, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Watters appointed Ruth Pante as a member of the Environmental Commission for a three year term, which expires 12/31/2020.

Mayor Watters appointed Dawn Smith as a member of the Environmental Commission for a three year term, which expires 12/31/2020.

Mayor Watters appointed Robert Jewell as a member of the Environmental Commission for a three year term, which expires 12/31/2020.

Mayor Watters appointed \_\_\_\_\_ as a member of the Environmental Commission to fill an unexpired term, which expires 12/31/2018.

Mayor Watters appointed \_\_\_\_\_ as Alternate member #1 of the Environmental Commission for a two year term, which expires 12/31/2019.

Mayor Watters appointed \_\_\_\_\_ as Alternate member #2 of the Environmental Commission for a two year term, which expires 12/31/2019.

Mrs. Mora Dillon seconded the above appointments.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### LAND USE BOARD APPOINTMENTS:

Mayor Watters appointed Joseph Farino as the Mayor Watters's designee as the Class I Member to the Mansfield Township Planning Board term to expire 12/31/2018.

Mayor Watters appointed Robert Jewell as the Class II Member to the Mansfield Township Planning Board term to expire 12/31/2018.

Mayor Watters appointed Ron Hayes as the Class III Member to the Mansfield Township Planning Board term to expire 12/31/2018.

Mayor Watters appointed Alan Keegan as a Class IV member to fill an unexpired term to the Mansfield Township Planning Board term to expire 12/31/2020.

Mayor Watters appointed Rosemarie Hight as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/2021.

Mayor Watters appointed Patrick Creedon as the First Alternate to fill an unexpired term to the Mansfield Township Planning Board term to expire 12/31/2018.

Mayor Watters appointed Scott Cruets as the Second Alternate to the Mansfield Township Planning Board term to expire 12/31/2019.

Mayor Watters appointed Rich Petteruti as the Third Alternate to the Mansfield Township Planning Board term to expire 12/31/2019.

Mayor Watters appointed \_\_\_\_\_ as a Fourth Alternate to the Mansfield Township Planning Board term to expire 12/31/2018.

#### OPEN SPACE, FARMLAND PRESERVATION, CONSERVATION, HISTORICAL AND RECREATION ADVISORY COMMITTEE:

Mayor Watters appointed Rich Rosenblum to serve as the Citizen/ Recreation member for a two year term which will expire 12/31/2019.

Mayor Watters appointed Jim Watters to serve as the Agricultural member for a three year term which will expire 12/31/2020.

Mayor Watters appointed Robert Jewell to serve as the Environmental Commission representative member for a three year term which will expire 12/31/2020.

Mayor Watters appointed Ronald Hayes to serve as the Township Committee representative member for a one year term which will expire 12/31/2018.

Mayor Watters appointed Matt Weilgus to serve as a Citizen member for a two year term which will expire 12/31/2019.

Mayor Watters appointed Ruth Pante as the secretary to the Open Space Committee.

Mrs. Mora Dillon seconded the above appointments.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Watters appointed himself to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/2018.

Mrs. Mora Dillon seconded the above appointment.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RECREATION COMMITTEE:

Mayor Watters appointed Terri Laffan as Recreation Committee member for a three year term which will expire 12/31/2020.

Mayor Watters appointed Eric Fitzsimmons as Recreation Committee member for a three year term which will expire 12/31/2020.

Mayor Watters appointed \_\_\_\_\_ to fill the unexpired term which will expire on 12/31/2019.

Mrs. Mora Dillon seconded the above appointments.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### ECONOMIC AND INDUSTRIAL DEVELOPMENT ADVISORY COUNCIL:

Mayor Watters appointed Michael Misertino as the Township Committee representative for a one year term which will expire 12/31/2018.

Mayor Watters appointed Dawn Smith as member for a three year term which will expire 12/31/2020.

Mayor Watters appointed Scott Cruts as member for a three year term which will expire 12/31/2020.

Mayor Watters appointed \_\_\_\_\_ as member for a three year term which will expire 12/31/2020.

Mayor Watters appointed \_\_\_\_\_ as member to fill the unexpired term, which will expire 12/31/2019.

Mayor Watters appointed \_\_\_\_\_ as member to fill the unexpired term, which will expire 12/31/2019.

Mayor Watters appointed \_\_\_\_\_ as member to fill the unexpired term, which will expire 12/31/2019.

Mayor Watters appointed \_\_\_\_\_ as Alternate #1 member to fill an unexpired term, which will expire 12/31/2018.

Mayor Watters appointed \_\_\_\_\_ as Alternate #2 member to fill an unexpired term, which will expire 12/31/2018.

Mrs. Mora Dillon seconded the above appointments.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## **RESOLUTION 2018-01**

### **TOWNSHIP OF MANSFIELD**

### **WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for the service of a Township Attorney in the Township of Mansfield for legal services and advice to the Mayor Watters and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with **Michael Lavery, Esq.** with the law office of **Lavery, Selvaggi, Abromitis, and Cohen** is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the

Township of Mansfield.

2. A notice of this action shall be printed once in the Star-Gazette.

Mr. Hayes made a motion to approve the passage of Resolution 2018-01, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## **RESOLUTION 2018-02**

### **TOWNSHIP OF MANSFIELD**

#### **WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for the service of a Township Engineer and in the Township of Mansfield for engineering and zoning services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with **Christian Kastrud**, with the Engineering Office of **Kastrud Engineering** is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. A notice of this action shall be printed once in the Star-Gazette.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-02, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## **RESOLUTION 2018-03**

### **APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2018:**

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2018 to the following respective municipal offices and/or positions of the Township of Mansfield:

Court Administrator	Jerilynn Harris
Deputy Court Administrator/ Court Assistant	Lisa Rudd
2 <sup>nd</sup> Deputy Court Administrator/ Court Assistant	Illena Leigh Raffaele
Violation Clerk	Rosemarie Hoover Deborah Scott
Court Security	Glenn Hawkswell James Newman
Alternate Court Administrator	Irene Brownell
Deputy Tax Collector	JoAnn Fascenelli
Deputy Treasurer	JoAnn Fascenelli
Deputy Clerk/Deputy Registrar	JoAnn Griffith
Certified Public Works Manager	Patrick Wood
Machinery Operators	John Tate Harry Appleby, Jr. Frank Pawloski
Land Use Board Secretary	JoAnn Griffith
Certified List Officer	Bernard Murdock
Police Secretary	Joan Kries

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-03, which was seconded by Mr. Misertino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters  
Abstained – None  
Nay – None  
Absent – None

RESOLUTION 2018-04

TOWNSHIP COMMITTEE  
SUBORDINATE COMMITTEES  
AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2018:

	CHAIR PERSON	VICE CHAIR PERSON
Municipal Alliance	Michael Misertino	Joseph Watters
Public Building/Public Works	Ronald Hayes	Joseph Farino
Shared Services	Joseph Watters	Desiree Mora Dillon
Police & Safety	Joseph Farino	Joseph Watters
Fire and Emergency Management	Ronald Hayes	Michael Misertino
Recreation	Desiree Mora Dillon	Ronald Hayes
Environmental Commission	Michael Misertino	Desiree Mora Dillon
Finance	Desiree Mora Dillon	Joseph Farino
Judiciary	Desiree Mora Dillon	Michael Misertino
Personnel	Ronald Hayes	Desiree Mora Dillon
School Liaison	Joseph Watters	Joseph Farino
Economic Development	Michael Misertino	Ronald Hayes
Open Space	Ronald Hayes	Joseph Farino

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-04, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

RESOLUTION 2018-05

CASH MANAGEMENT PLAN

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD  
IN THE COUNTY OF WARREN, NEW JERSEY**

**I. STATEMENT OF PURPOSE.**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is



intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

## II. **CASH MANAGEMENT POLICY**

A. **Objectives:** The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1) **Security:** The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2) **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be *minimized*.

3) **Interest Rate Risk:** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- (b) By investing operating funds primarily in shorter-term securities.

(4) **Liquidity:** The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

(5) **Yield:** The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

### B) **Standards of Care**

#### (1) **Prudence**

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance

with the State Law and this policy. The Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

(2) Ethics and Conflicts of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**III. AUTHORIZED INVESTMENTS.**

**A. Authorized Depositories:**

The following institutions are hereby authorized to serve as the primary banks for deposits:

TD Bank  
Unity Bank

The following institutions are hereby authorized to serve as the primary banks for escrow deposits:

TD Bank

Unity Bank

## **B. Investment of Idle Funds**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest excess public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (3) The New Jersey State Cash Management Fund.

## **IV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is not unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals with by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

## **V. REPORTING REQUIREMENTS:**

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

**VI. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2018 to December 31, 2018. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Mr. Hayes made a motion to approve the passage of Resolution 2018-05, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

**RESOLUTION 2018-06**

**TAX SEARCH OFFICER**

BE IT RESOLVED, that Amy Monahan be the official Tax Search Officer for the Township of Mansfield for 2018.

Mr. Hayes made a motion to approve the passage of Resolution 2018-06, which was seconded by Mr. Misertino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

**RESOLUTION 2018-07**

**ASSESSMENT SEARCH OFFICER:**

BE IT RESOLVED, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2018.

Mr. Watters made a motion to approve the passage of Resolution 2018-07, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

RESOLUTION 2018-08

RESOLUTION  
ROGER SKOOG AS MUNICIPAL PROSECUTOR, DONALD FARINO AS PUBLIC DEFENDER FOR THE  
TOWNSHIP OF MANSFIELD

WHEREAS, the position of Municipal Prosecutor, and Public Defender are filled by persons providing services; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey as follows:

That Roger Skoog be appointed Prosecutor, Donald Farino be appointed Public Defender for the year 2018.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-08, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

RESOLUTION 2018-09

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY,  
FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OF ASSESSMENTS

WHEREAS, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE RESOLVED, by the Mayor Watters and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

- The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency

- Effective January 1, 2018 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
- Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
- This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.
- A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-09, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION 2018-10

#### RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE

WHEREAS, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2017; and

WHEREAS, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2018.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-10, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None  
Nay – None  
Absent – None

## RESOLUTION 2018-11

### RESOLUTION SMALL BALANCE CANCELLATION

WHEREAS, the Governing Body of the Township of Mansfield finds and declares that N.J.S.A. 40A:5-17-1 empowers authorized municipal employees to process the cancellation of tax refunds and or delinquencies of less than Five (\$5.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Five (\$5.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that it is in the best interest of the citizens of the Township of Mansfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/ or delinquencies of less than Five (\$5.00) Dollars in accordance with N.J.S.A. 40A:5-17-1;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Mansfield that the Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Five (\$5.00) Dollars during the calendar year of 2017 in accordance with N.J.S.A. 40A:5-17-1.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-11, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters  
Abstained – None  
Nay – None  
Absent – None

## RESOLUTION 2018-12

### OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Star Gazette be designated as official newspaper for the Township of Mansfield for 2018.

Mr. Hayes made a motion to approve the passage of Resolution 2018-12, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters  
Abstained – None  
Nay – None  
Absent – None

## RESOLUTION 2018-13

### LAND USE BOARD CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, Dena Hrebenak, Municipal Clerk, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certifications as to the approval of subdivisions of land or lands in the Township of Mansfield for 2018.

Mr. Hayes made a motion to approve the passage of Resolution 2018-13, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## RESOLUTION 2018-14

### SUNSHINE LAW– MEETING DATES

BE IT RESOLVED, that the regular monthly meetings of the Township Committee be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:30 p.m. with the exception of any changes due to holidays.

#### MANSFIELD TOWNSHIP COMMITTEE SCHEDULE OF 2018 MEETINGS LOCATION: MUNICIPAL BUILDING, 100 PORT MURRAY ROAD PORT MURRAY, NEW JERSEY

<u>DATE</u>	<u>TYPE OF MEETING</u>	<u>LOCATION</u>	<u>TIME</u>
January 10	Regular Meeting	Meeting Room	7:30 p.m.
January 24	“ “	“ “	“
February 14	“ “	“ “	“
February 28	“ “	“ “	“
March 14	“ “	“ “	“
March 28	“ “	“ “	“
April 11	“ “	“ “	“
April 25	“ “	“ “	“
May 9	“ “	“ “	“
May 23	“ “	“ “	“
June 13	“ “	“ “	“
June 27	“ “	“ “	“
July 11	“ “	“ “	“
July 25	“ “	“ “	“



August 8	"	"	"	"	"
August 22	"	"	"	"	"
September 12	"	"	"	"	"
September 26	"	"	"	"	"
October 10	"	"	"	"	"
October 24	"	"	"	"	"
November 14	"	"	"	"	"
November 28	"	"	"	"	"
December 12	"	"	"	"	"
December 26	"	"	"	"	"

Note: Caucus Work Session held at 7:15 p.m. in the meeting room and immediately following the completion of the regular meeting.

Mr. Hayes made a motion to approve the passage of Resolution 2018-14, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## RESOLUTION 2018-15

### RESOLUTION AUTHORIZING THE TAX ASSESSOR AND LEGAL COUNSEL TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS, COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND COMPLAINTS FOR ADDED/OMITTED ASSESSMENTS AS THE CASE MAY BE FOR 2018

WHEREAS, the County Tax Board has issued a ruling requiring a Resolution by the Mayor Watters and Township committee or Council of each municipality of the County of Warren by its Administrator, Melissa Pritchett; and

WHEREAS, the Administrator requires that the Mayor Watters and Members of the Governing Body of each municipality in the County of Warren, in order to file Municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Assessor in the Municipality and the Municipal Attorney or any member of the firm, to file and prosecute said complaints.

NOW, THEREFORE, BE IT RESOLVED, on this 1<sup>st</sup> day of January 2018 by the Township Committee of the Township of Mansfield, in the county of Warren and State of New Jersey, that Bernard Murdock, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Michael Lavery, Esq. as Attorney for the township, are hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor and Attorney, in the process of prosecution and/or filing of said Roll Back Tax Complaints, complaints to correct errors in assessments, for added assessments, omitted assessments and added/omitted assessments in 2017 and defending or settling all

2018 local property tax appeals.

BE IT FURTHER RESOLVED, that the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, 202 Mansfield Street, Belvidere, New Jersey 07823.

Mr. Hayes made a motion to approve the passage of Resolution 2018-15, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION 2018-16

##### RESOLUTION TO APPOINT

J. EDWARD PALMER AS MUNICIPAL COURT JUDGE FOR THE TOWNSHIP OF MANSFIELD

WHEREAS, the position of Municipal Court Judge is filled by a person providing a service; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey as follows:

That J. Edward Palmer be appointed Municipal Court Judge for the term January 1, 2018 thru December 31, 2020.

Mr. Hayes made a motion to approve the passage of Resolution 2018-16, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION # 2018-17

##### A RESOLUTION ESTABLISHING THE RATE FOR OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE

**WHEREAS**, the Code of the Township of Mansfield provides for a rate of payment of police coverage in quasi-public matters under Article 2 Section 2-20.9 b; and

**WHEREAS**, the rate established therein may be changed from time to time by resolution of the Township Committee, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the charge for quasi-public services shall be paid as follows:

Uniformed Police Officer	\$ 70.83 per hour effective
Administrative Costs	\$ 28.17 per hour effective

The applicant for such services shall deposit sufficient funds to cover costs in advance which will be kept in escrow with the Chief Financial Officer and any balance refunded upon written request.

Mr. Hayes made a motion to approve the passage of Resolution 2018-17, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### **RESOLUTION # 2018- 18**

##### **TO AUTHORIZE AND APPROVE SALARIES AND WAGES FOR CERTAIN EMPLOYEES**

**WHEREAS**, Ordinance Numbers 2016-13, 2017-10 & 2017-16 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren that the following named employees shall be compensated for the year 2018, unless otherwise noted, in the amount as designated below:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
JoAnn Griffith	Planning/Zoning Sec. Shared Ser.	\$ 5,000.00
Michael Reilly	Chief of Police	\$115,772.85
Patrick Kirchner	Sergeant	\$ 98,221.00
James MacDonough	Sergeant	\$ 98,221.00
James Hikade	Sergeant	\$ 98,221.00
Anthony Sillett	Sergeant	\$ 98,221.00
Jeffrey Gilbert	Patrolman	\$ 92,497.00
Steven Browns	Sergeant	\$ 98,221.00
Michael Citarelli	Patrolman	\$ 81,114.00 1-Jan – 17-Jan
Michael Citarelli	Patrolman	\$ 92,497.00 18-Jan – 31-Dec
Joseph Mathews	Patrolman	\$ 81,114.00 1-Jan – 31-Sept

Joseph Mathews	Patrolman	\$ 92,497.00 1-Oct – 31-Dec
Michael Camerata	Patrolman	\$ 69,526.00 1-Jan – 15-Oct
Michael Camerata	Patrolman	\$ 75,320.00 16-Oct – 31-Dec
Michael Madonna	Patrolman	\$ 75,320.00
Erik Soroka	Patrolman	\$ 52,144.00 1-Jan – 15-June
Erik Soroka	Patrolman	\$ 57,938.00 16-June – 31 Dec
Almin Hodzic	Patrolman	\$ 52,144.00
Eleanor Russell	Patrolwoman	\$ 52,144.00
Nicholas Swanson	Patrolman	\$ 46,351.00

Joseph Mathews	Detective Stipend	\$ 1,000.00
James MacDonough	Detective Stipend	\$ 1,000.00
Michael Camerata	EMT Stipend	\$ 1,100.00
Erik Soroka	EMT Stipend	\$ 1,100.00

Jerilynn Harris	Court Administrator	\$ 81,494.55
Lisa Rudd	Deputy Court Administrator	\$ 60,858.85
Illena Raffaele	Deputy Court Administrator	\$ 40,575.60

Rosemarie Hoover	Violations Clerk	\$ 16.72/Hr.
Deborah Scott	Violations Clerk	\$ 12.00/Hr.
John Palmer	Judge	\$ 94,728.12
James Newman	Court Security	\$ 115.00/Session
Glenn Hawkswell	Court Security	\$ 115.00/Session
Dennis Kelly	Court Security	\$ 115.00/Session

Jerilynn Harris	Call-Outs	\$ 55.00/Call Out
Lisa Rudd	Call-Outs	\$ 55.00/Call Out

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-18, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### Resolution 2018-19

#### DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, in accordance with N.J.A.C. 17:27-3.5, each public agency shall annually designate an

officer or employee to serve as its Public Agency Compliance Officer; and

WHEREAS, Dena Hrebenak, RMC, is the appropriate employee of the Township to serve as the Public Agency Compliance Officer;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield that Dena Hrebenak, RMC, be, and is hereby designated to serve as the Public Agency Compliance Officer on behalf of Township of Mansfield.

Mr. Hayes made a motion to approve the passage of Resolution 2018-19, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION # 2018-20

#### AUTHORIZATION FOR CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS & REMIT PAYROLL TAXES

WHEREAS, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Income tax deductions and to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions;

WHEREAS, it is the intent of the Township Committee to pay the above at the required intervals;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

That the Chief Financial Officer be and is hereby authorized to:

- Transfer sufficient funds from Current Fund to the Payroll Account.
- Transfer sufficient funds from the Payroll Account to the Payroll Agency Account
- Remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-20, which was seconded by Mr. Misertino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## RESOLUTION 2018-21

### A RESOLUTION TO APPROPRIATE A TEMPORARY BUDGET FOR 2018

#### TOWNSHIP OF MANSFIELD WARREN COUNTY, State Of New Jersey

WHEREAS, N.J.S. 40 A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2018 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 1, 2018; and

WHEREAS, the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$ 6,213,228.29; and

WHEREAS, 26.25% of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2017 budget is the sum of \$ 1,630,972.42.

NOW, THEREFORE, BE IT RESOLVED, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records.

Mr. Hayes made a motion to approve the passage of Resolution 2018-21, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## RESOLUTION 2018-22

### OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, that each check and warrant of the Township be signed by two of the following and that they hereby are authorized to sign same.

- Mayor, Joseph Watters
- Township Clerk, Dena Hrebenak
- Chief Financial Officer, Donna M. Mollineaux
- Deputy Treasurer, JoAnn Fascenelli

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-22, which was seconded by Mr. Farino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## RESOLUTION 2018-23

### ANIMAL CONTROL OFFICER

BE IT RESOLVED, that Kim Bennett be the official Animal Control Officer for the Township of Mansfield for 2018.

Mr. Hayes made a motion to approve the passage of Resolution 2018-23, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

## RESOLUTION NO. 2018-24

Township of Mansfield  
STATE OF NEW JERSEY

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

WHEREAS, the Director of the Division of Local Government Services has promulgated rules and regulations for pilot programs, and

WHEREAS, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct pilot programs, and

WHEREAS, the rules and regulations authorize a municipality to submit an application for participation in the pilot program for an electronic tax sale, and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complex tax process, and

WHEREAS, the Township of Mansfield wishes to participate in the pilot program for an electronic tax sale.

BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to complete an application to participate in the electronic tax sale program and submit same to the Director of the Division of Local Government Services.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-24, which was seconded by Mr. Farino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION NO. 2018-25

Township of Mansfield

STATE OF NEW JERSEY

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

WHEREAS, the rules and regulations require a municipality to send three (3) notices of tax sale to all properties included in said sale; and

WHEREAS, the rules and regulations allow said municipality to charge a fee of \$25.00 per



notice for the creation, printing and mailing of said notice; and

WHEREAS, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Township of Mansfield wishes to charge \$25.00 per for one notice mailed which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

BE IT RESOLVED by the Township Committee of the Township of Mansfield that a fee of \$25.00 for one notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the 2018 electronic tax sale.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 201-25, which was seconded by Mr. Farino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION 2018-26

#### TOWNSHIP OF MANSFIELD

#### WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Municipal Auditor in the Township of Mansfield for auditing services and advice to the Mayor Watters and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with Thomas Ferry with the Auditing Firm of Ferraioli, Wielkottz, Cerullo, & Cuva, P.A.. is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. A notice of this action shall be printed once in the Star Gazette.

Mr. Hayes made a motion to approve the passage of Resolution 2018-26, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters  
Abstained – None  
Nay – None  
Absent – None

## RESOLUTION 2018-27

### TOWNSHIP OF MANSFIELD

#### WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Bond Council in the Township of Mansfield for auditing services and advice to the Mayor Watters and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with John Draikiwicz with the law office of Gibbons P.C. is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. A notice of this action shall be printed once in the Star Gazette.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-27, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters  
Abstained – None  
Nay – None  
Absent – None

## RESOLUTION 2018-28

AUTHORIZING PURCHASING FROM WARREN COUNTY Co-Op #WC1733 FOR ROCK SALT FROM ATLANTIC SALT, Inc., 134 MIDDLE STREET, SUITE 210, LOWELL, MA 01852

WHEREAS, the Township of Mansfield wishes to purchase Rock salt under Warren County Co-Op ; and

WHEREAS, Warren County Co-Op Pricing System awarded a contract to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2018 budget for \$ 33,000 and the line item appropriation to be charged is 8-01-26-291-0000-5210; and

WHEREAS, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

WHEREAS, it is the recommendation of the Director of Public Works and the Chief Financial Officer to purchase these ice deterrent products through the Warren County Co-Op Pricing System.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852 through December 31, 2018.

Mr. Hayes made a motion to approve the passage of Resolution 2018-28, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION # 2018-29

#### A RESOLUTION TO PROVIDE FOR AND DETERMINE THE HOURLY WAGE FOR TOWNSHIP EMPLOYEES

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

The hourly wage for the following employees is as follows:

Part-Time Laborer/Snow Plow Driver	Barry Harm	\$ 20.00 Per Hour
Part-Time Laborer/Snow Plow Driver	Craig Holzmacher	\$ 20.00 Per Hour
Part-Time Laborer/Snow Plow Driver	Dave Ciculya	\$ 20.00 Per Hour
Part- Time Laborer/Snow Plow Driver	Pete Appleby	\$20.00 Per Hour
Part- Time Laborer/Snow Plow Driver	Brandon Widenor	\$20.00 Per Hour
Part-Time Laborer/Snow Plow Driver	Marvin Kocher	\$ 20.00 Per Hour
Part-Time Laborer/Snow Plow Driver	Richard Bross	\$20.00 Per Hour

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-29, which was seconded by

Mr. Misertino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

#### RESOLUTION # 2018-30

#### A RESOLUTION CONTINUING AUTHORIZATION FOR THE REIMBURSEMENT OF ONE FOURTH THE COSTS OF MEDICAL BENEFITS TO ELIGIBLE EMPLOYEES WAIVING COVERAGE

#### TOWNSHIP OF MANSFIELD WARREN COUNTY, STATE OF NEW JERSEY

**WHEREAS**, all full-time employees of the Township of Mansfield working 35 or more hours per week and part-time employees who are regularly scheduled to work 25 hours or more per week are eligible to receive medical benefits; and

**WHEREAS**, medical benefits include medical insurance;

**WHEREAS**, some employees may experience an unwanted duplication of benefits;

**WHEREAS**, those employees with duplication may seek to waive insurance coverage and be reimbursed up to one-fourth of the cost for same; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor Watters and Township Committee of the Township of Mansfield, County of Warren, New Jersey, the Chief Financial Officer will pay through payroll, subject to inclusion on Federal W-2 Wage and Tax Statement, an amount equal to one-fourth (25%) of the Township's cost (calculated as the cost of the medical benefit, minus the employee's contribution) to provide the plan type the employee qualifies for (i.e. Family, Single, Parent/Child, Husband/Wife). Employees waiving coverage after May 21, 2010 are limited to a maximum \$ 5,000.00 per year reimbursement.

**BE IT FURTHER RESOLVED**, that the said payment will be made through the bi-weekly payroll of every month for a total twenty-six (26) payments per year.

Mr. Hayes made a motion to approve the passage of Resolution 2018-30, which was seconded by Mrs. Mora Dillon.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

RESOLUTION APPOINTING CERTIFYING OFFICER FOR DIVISION OF PENSIONS AND BENEFITS R-14-96

WHEREAS, the State of New Jersey, Department of Treasury, Division of Pensions and Benefits requires all municipalities to designate a Certifying Officer and Supervising Certifying Officer to certify the accuracy and validity of all documents and forms sent to the Division of Pensions and Benefits;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, in the County of Warren, State of New Jersey as follows, effectively immediately:

1. The Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be JoAnn Fascenelli, Deputy Treasurer;
2. The Supervising Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be Donna M. Mollineaux, Chief Financial Officer;
3. A certified copy of this resolution shall be filed with the State of New Jersey, Department of Treasury, Division of Pensions and Benefits.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-31, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

**TOWNSHIP OF MANSFIELD  
RESOLUTION NO. 2018-32**

WHEREAS, it is necessary to make change for the public when payments are made; and

WHEREAS, the municipal departments have expressed a need for a change fund in order to better serve the public;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, Warren County, New Jersey, that a change fund for the following departments be set as follows:

Municipal Court	\$300.00
Tax Collector	\$ 50.00
Municipal Clerk	\$ 50.00
Police Department	\$ 50.00

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-32, which was seconded by Mr. Farino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

**RESOLUTION 2018-33**

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING MANSFIELD TOWNSHIP TO PARTICIPATE IN A CAFETERIA PLAN FOR  
FLEXIBLE SPENDING ACCOUNTS**

**WHEREAS**, the Township of Mansfield has elected to participate in a § 125 cafeteria plan effective January 1, 2018;  
and

**WHEREAS**, the Internal Revenue Service (IRS) rules governing § 125 cafeteria plans prohibited participants in such plans from using their contributions in one plan year to purchase a benefit that will be provided in a subsequent plan year; and

**WHEREAS**, this rule, commonly called the “use or lose” rule, requires that unused benefits or contributions remaining as of the end of the plan year (that is, amounts credited to a health Flexible Spending Account (FSA) participant’s account that remain unused) for forfeited; and

**WHEREAS**, in a 2005 ruling, the Treasury Department and the IRS modified the “use or lose” rule to allow up to two months and 15 days after the end of a plan year (a “grace period”) during which a participant can use unused amounts remaining from that year; and

**WHEREAS**, Section 125(i) provides that, starting in 2013, a health FSA plan must limit a plan participant’s salary reduction contributions to no more than \$2,650.00 per taxable year (as indexed for cost-of-living adjustments); and

**WHEREAS**, in view of this new limitation and due to other reasons, the Treasury Department and IRS have determined that it is appropriate to modify the “use or Lose” rule to permit the use of up to \$500.00 of unused amounts in a health FSA plan in the immediately following plan year; and

**WHEREAS**, The Township of Mansfield wishes to adopt the “rollover option” in its health FSA plan for the benefit of plan participants;

**NOW, THEREFORE**, effective January 1, 2018, the Township of Mansfield Cafeteria Plan will reflect the following:

1. Starting with the plan year commencing January 1, 2018, and until further notice otherwise, plan participants shall be allowed to carry over health FSA amounts unused as of the end of a current plan year to the succeeding plan year, so that these unused amounts can be applied to reimburse qualified medical expenses incurred during that succeeding plan year.
2. An unused amount carried over for a plan participant pursuant to 1, above, shall not exceed \$500.00

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-33, which was seconded by Mr. Hayes.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Abstained – None

Nay – None

Absent – None

Mrs. Mora Dillon made a motion to adjourn the regular meeting at 12:34 pm, and go into the Reorganization Meeting of the Township of Mansfield Board of Health, seconded by Mr. Misertino.

MANSFIELD TOWNSHIP BOARD OF HEALTH  
REORGANIZATION MEETING  
JANUARY 1, 2016

This is the Reorganization Meeting of the Mansfield Township Board of Health.  
The notice requirements of the law have been satisfied for this meeting by notice to Star-Gazette and the Express Times, of the time, date and location thereof. Notice was also posted on the bulletin board located in the Municipal Building.

The Mansfield Township Board of Health shall not hold regularly scheduled meetings and shall call them only as the need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey

Mayor Watters called the meeting to order at 12:35 p.m.

ROLL CALL: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Mayor Watters appointed herself/himself, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2018.

Mrs. Mora Dillon moved said appointments, which was seconded by Mr. Farino.

Ayes – Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters  
Abstained – None  
Nay – None  
Absent – None

HEALTH OFFICER:

Mayor Watters appointed Michael Deehan, M.D., as Health Officer of the Township of Mansfield for the year 2018. This is a non-salary position.

Mrs. Mora Dillon moved to concur with said appointments, which was seconded by Mr. Farino.

RESOLUTION BOH 2018-01  
BOARD OF HEALTH  
OPEN PUBLIC MEETINGS ACT  
Chapter 231, P.L. 1975

WHEREAS, the legislature has adopted the Open Public Meetings Act, Chapter 231, P.L. 1975, which became effective on January 9, 1976; and

WHEREAS, the Board of Health of the Township of Mansfield being desirous of continuing to keep the public informed of its activities and to comply with the requirements of the aforesaid Act.

NOW, THEREFORE, BE IT RESOLVED:

- In accordance with Section 13 of the Act, the Board of Health of the Township of Mansfield hereby announces that it shall not hold regularly scheduled meetings and shall call them only as need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey.
- In accordance with Section 13 of the Act, the newspapers to which all notices required by the aforesaid Act are to be sent shall be any of the official newspapers of the municipality; Star-Gazette and the Express Times.
- The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Mrs. Mora Dillon made a motion to approve the passage of BOH2018-01, which was seconded by Mr. Farino.

Mayor Watters moved to adjourn the Board of Health meeting at 12:36 pm.

Return to regular meeting at 12:36 pm.

ROLL CALL: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

There being no further business, it was moved by Mr. Hayes to adjourn the Reorganization Meeting at 12:36 p.m, which was carried by all.

Dena Hrebenak  
Municipal Clerk